

# Los Alamos

NATIONAL LABORATORY

## memorandum

Security and Safeguards Division  
S-6, Information and Personnel Security Group

To/Ms: Master Management & Administrative Support  
From/Ms: Larry Freestone, S-6, MS G733  
Phone/FAX: 7-6901/7-1368 (Badge Office)  
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### **SUBJECT: CHANGES TO THE DOE STANDARD BADGE ISSUED BY LOS ALAMOS NATIONAL LABORATORY**

Effective July 1<sup>st</sup>, we will be making several changes to Zone 3 of the DOE Standard Badge for certain categories of workers. (Zone 3 is the bottom white band of the DOE Standard Badge, and is reserved for each DOE facility to meet local needs.)

The changes are:

#### **SUBCONTRACTORS**

- Uncleared badges will show **CON** in the upper right corner of Zone 3, instead of the subcontractor company name.
- Cleared badges will show **CON/FOCI** in the upper right corner of Zone 3, instead of the subcontractor company name.
- The expiration date on cleared badges will be the expiration date of the contract under which the individual is employed by the subcontractor, instead of one year from date of issue.
- Uncleared badges will continue to be issued, as at present, without an expiration date.
- The badges of PTLA and JCNNM employees, for logistical reasons, will remain unchanged from the present arrangement – the employer name will read PTLA or JCNNM, as the case may be, and clearance badges will not have an expiration date.

#### **THOSE WORKING UNDER AN AGREEMENT OR CONSULTING CONTRACT**

- The expiration date on a cleared badge will be the termination date of the agreement or consulting contract under which an individual is doing work for the Laboratory, instead of, one year from the date of badge issue. This applies to affiliates, associates, consultants, guest scientists, and several other special categories.
- Uncleared badges will continue to be issued, as at present, without an expiration date.

The Badge Office believes there are several substantial benefits to be derived from this change:

- Protective Force orders do not include verification of the subcontractor name on the badge; the critical element is the expiration date. Therefore, there is no value to include the subcontractor name, but there is value to indicating that an individual is a subcontractor employee.
- Having **CON/FOCI** on a cleared badge provides positive verification that an individual was issued a cleared badge only if his/her employer has first been approved as having met DOE's Foreign Ownership, Control or Influence requirements for the relevant contract number under which the individual is employed. This improves the security posture of the Laboratory.

- Customer time and resources will be saved by not having to re-issue badges when a subcontracting company changes ownership, as is our current policy.
- Badges will generally not need to be re-issued as frequently, reducing customer time and inconvenience (including administrative offices that need to prepare the badge request form).
- Matching the badge expiration date to the expiration date of the contract is consistent with current procedures at both the Pantex Plant and Sandia National Laboratories/New Mexico, two major DOE Weapons Complex facilities within the Albuquerque Operations Office region.
- The misuse of badges that should have been surrendered, in line with actual experience with other invalid items (lost badges, stolen credit cards) tends to drop off substantially over time. Extending the expiration date from one year to the expiration date of the contract, therefore, is unlikely to seriously increase the risk from attempted misuse of an invalid badge. Now that LANL access control stations have been converted to reading badges, invalid badges are immediately recognized and not accepted.
- With the expected activation of (VADB) Visitor Access Database by DOE/HQ, the ability to track invalid badges from other facilities will be greatly enhanced.

Discussions with various LANL stakeholders have indicated strong support for the above proposals.

We believe that these changes will translate into better management of the Laboratory's security interests, while at the same time, incurring substantial savings and increasing customer satisfaction. Please direct questions, comments, and suggestions to [badge@lanl.gov](mailto:badge@lanl.gov) or 7-6901.